

Performance and Development Plan (PDP) Expectations Alternate Version

Position Description Reviewed? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Description Updated? Yes <input type="checkbox"/> No <input type="checkbox"/>	Performance Period From To
Purpose of Plan and Review <input type="checkbox"/> Annual <input type="checkbox"/> Trial Service <input type="checkbox"/> Probationary <input type="checkbox"/> Transitional <input type="checkbox"/> Other (specify)		
Employee Last Name	Employee First Name	Employee Middle Initial
Personnel Number	Class Title	Working Title
Position Number	Agency/Division/Unit	Evaluator's Name

Position Linkage With Organizational Mission

This position contributes to the mission by

Part 1: Performance Expectations (Results & Competencies)

In addition to the following expectations, you are expected to perform the job duties and demonstrate the competencies described in the position description.

Key Results Expected

Assignment Title:	
Assignment Description:	so that
Assessment by:	<i>Describe the assessment method(s) that apply:</i>
<ul style="list-style-type: none"> • Supervisor Observation: 	
<ul style="list-style-type: none"> • Feedback: 	
<ul style="list-style-type: none"> • Other: 	
Success is (measure):	



Assignment Title:	
Assignment Description:	so that
Assessment by:	<i>Describe the assessment method(s) that apply:</i>
<ul style="list-style-type: none"> Supervisor Observation: 	
<ul style="list-style-type: none"> Feedback: 	
<ul style="list-style-type: none"> Other: 	
Success is (measure):	
Assignment Title:	
Assignment Description:	so that
Assessment by:	<i>Describe the assessment method(s) that apply:</i>
<ul style="list-style-type: none"> Supervisor Observation: 	
<ul style="list-style-type: none"> Feedback: 	
<ul style="list-style-type: none"> Other: 	
Success is (measure):	
Assignment Title:	
Assignment Description:	so that
Assessment by:	<i>Describe the assessment method(s) that apply:</i>
<ul style="list-style-type: none"> Supervisor Observation: 	



• Feedback:	
• Other:	
Success is (measure):	
Assignment Title:	
Assignment Description:	so that
Assessment by:	<i>Describe the assessment method(s) that apply:</i>
• Supervisor Observation:	
• Feedback:	
• Other:	
Success is (measure):	

Key Competencies Expected

Short Title	Description of Knowledge, Skill, or Behavior



Part 2: Training & Development Needs/Opportunities

Title	Key Learning Expected

Part 3: Organizational Support (Optional)

The *employee* may complete this section at the beginning of the performance period.

Please suggest how others (e.g., supervisor, co-workers, management) can best support your current and future work goals.

Acknowledgement Of Performance Plan

The signatures below indicate that the supervisor and employee have discussed the contents of this plan at the beginning of the performance period.

Date	Evaluator's Signature	Date	Employee's Signature
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NOTE: Typically, once the performance evaluation is completed and signed by all parties, the supervisor provides the employee a copy and the original is forwarded to Human Resources to be placed in the employee's personnel file. Supervisors should check with their Human Resources office for organization specific instructions.

